

~~CONFIDENTIAL~~FILED: *Records*
6-1

RETURN TO

RECORDS MANAGEMENT DIVISION

VITAL MATERIALS REPORT FOR WEEK ENDING
5 NOVEMBER 19541. TYPES OF MATERIAL

| | <u>DEPOSITS</u> | <u>WITHDRAWALS</u> | <u>BALANCE</u> |
|-------------------------------|-----------------|--------------------|----------------|
| A. (Measured in cubic feet) | | | |
| Documents | | | |
| Maps | 2.3 | 0 | 189.6 |
| Negatives | 0 | 0 | 47.5 |
| Cards (other than IBM) | 0 | 0 | 125.2 |
| Total | <u>2.3</u> | <u>0</u> | <u>4.2</u> |
| B. (Measured by actual count) | | | |
| Cards | | | |
| Film Reels 35mm | 29,561 | 61,249 | 4,051,763 |
| Film Reels 16mm | 4 | 0 | 5,673 |
| | 0 | 0 | 2,076 |

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

| <u>OFFICE</u> | <u>CABINETS</u> |
|---------------|-----------------|
| Commo | 1 |
| * OSI | 1 |
| * DD/P | <u>31</u> |
| | 33 |

3. ACTIVITY OF OFFICE PROGRAMS

| | |
|---|----|
| A. Total Offices | 20 |
| 1. Number of Offices Depositing | 19 |
| 2. Number of Offices Not Depositing | 1 |
| B. Number of Offices With Established Schedules | 10 |
| C. Number of Offices in Which Schedules Are To Be Established | 9 |
| D. Offices Depositing This Week | 12 |
| E. Offices Delinquent in Depositing | 1 |
| Director's Office - No deposit since 18 June 1954 | |

* Material not accessible to Repository personnel

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